February 1990

ISD News and Views

Table of Contents

NEWS

Data Network/Mainframe

IDMS IDB/Infogate Software Removal

IDMS IDB/Infogate is a software product
from Computer Associates (Cullinet)
designed to allow data from an IDMS data-
base to be sent down to a PC. It was pur-
chased several years ago as a possible
PC/mainframe link for IDMS databases, but
has not been widely used and is being re-
moved from the mainframe. If you have
any questions, please call Database Design
and Administration at 444-2811.

Spooled Output Retention

JES2 maintains a spool for printed output
generated on the mainframe.

We recently made some changes to length
of time output is retained in the spool. The
changes were made to provide you flexibility
in viewing, printing and disposing of printed
output while at the same time optimizing
the use of the spool space available. You
are always encouraged to print or purge
your output as soon as it is feasible.

The current policies regarding the retention
of output in the various output classes is de-
scribed below. You may want to retain this
for future reference.

If you have questions or problems please
call Joe Beausoleil at 444-2879.

<u>Output Class A (and all output classes not
listed below)</u>: Output is printed as soon as a

printer is available to print it. Smaller print datasets are given a preference over large print datasets. These output classes are usually printed within a few hours unless they are very large.

Output Class 9: This is the TSO held output class. Output in this class is retained (held) for a minimum of 24 hours. This allows you to view your output online via SDSF and decide if it should be printed or not. Output that is more than 24 hours old at midnight is released for printing.

Output Class 8: Output in this class is retained for a maximum of 5 days. After 5 days the output is PURGED from the spool. Output class 8 is not a held output class, we simply do not print output in this class. Even though the output is retained for 5 days, users are encouraged to review the output as soon as possible and print it or purge it as soon as it is feasible. Output in class 8 that you want printed must be assigned to another output class. SDSF can be used to do this.

HELD Output - Any Class: Held output that is more than 10 days old is released for printing. Very little output should be retained in the spool this long.

All Output Classes: Any spooled output that is more than 15 days old is PURGED from the spool.

Microcomputer

Professional File and the HP II D

Currently there are no device drivers in Professional File (ver 2.0) for the HP II D. If the list and crosstab reports are not printing successfully, make sure the number of form lines setting in the printer menu and the lines per page for the report match. The default in Professional File is 66 lines per page. The common default for the HP II D is 60. If the number of form lines do

not match, the printer will form feed after receiving 60 lines and the remaining lines will print at the top of the next page. When selecting printers use the unlisted printer or the HP Ljet 2 Cour. If you have any questions, please call Jane at 2911.

New Lotus 1-2-3 Reference Books

Lotus 1-2-3 Simplified, Release 2.2 by David Bolocan

This book is designed for 123 users of all levels. Easy explanation of installing 123 is provided. If 123 is already installed the reader can move on to more advanced features. If the reader is a spreadsheet veteran they can skim the chapters until they reach a level that is appropriate to them.

Unlike the manual, this book presents commands in a logical manner. Essential commands are presented first while the more complicated commands are towards the end of the book.

Lotus 1-2-3 Simplified, Release 3 by David Bolocan

Lotus 1-2-3 Release 3 has limitless spreadsheet, database management, and graphics capabilities. This book shows how to use the Release 3's enhancements: three dimensional spreadsheets, manipulating multiple files, networking, add-ins, memory management, Undo and Range Search commands, new graph printing routines, new calculating algorithms, special window commands and much more.

Many sample spreadsheet applications and macro command programs are illustrated in the book.

These book may be reserved and checked out of the Information Center. Call 444-2973 for details.

Training Information

All classes will be held in Room 25 of the Mitchell Building and there will be a limit of 12 participants per class, unless otherwise announced. Demonstrations (minis) will also be held in Room 25 but the limit will be 20 participants.

The cost of the classes are as follows:

Class Name	Subscriber	Non-Subscriber
Introduction to TSO/SPF	$ 50.00	$ 50.00
Introduction to JCL	150.00	150.00
Culprit for Programmers	250.00	250.00
Culprit Programming for IDMS	100.00	100.00
Personal Services/PC	30.00	30.00
Personal Manager	30.00	30.00
Beginning Microcomputer Skills	50.00	70.00
Fundamentals of DOS	50.00	70.00
Intermediate DOS	50.00	70.00
Introduction to WordPerfect 5.0	75.00	105.00
Advanced WordPerfect 5.0	75.00	105.00
Conversion WordPerfect 4.2 to 5.0	50.00	70.00
Introduction to WordPerfect 5.1	75.00	105.00
Conversion of WordPerfect 5.0 to 5.1	30.00	40.00
Introduction to Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00
Advanced Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00
Conversion of Lotus 2.01 to 2.2	30.00	40.00
Conversion of Lotus 2.01 to 3.0	30.00	40.00
Spreadsheet Design and Documentation	50.00	70.00
Intro. to Macros for Lotus 123	30.00	40.00
Intermediate Macros for Lotus 123	30.00	40.00
Advanced Macros for Lotus 1-2-3	30.00	40.00
Introduction to Lotus 1-2-3 Databases	100.00	140.00
Micro Database Concepts and Design	50.00	70.00
Beginning R:Base for DOS	100.00	140.00
Intermediate R:Base for DOS	100.00	140.00
PFS:Professional File	50.00	70.00
Freelance	50.00	70.00
Using Novell Network	30.00	40.00
Demonstrations	FREE	FREE

Training Calendar

Data Network Classes

Mar 14 pm	Introduction to Novell Networks
Mar 16 am	Personal Services/PC
Mar 16 pm	Personal Manager
Mar 26-28	VSAM
Apr 4 am	State Telephone Training
Apr 11	Introduction to TSO/SPF

* ALSO COMING IN APRIL: INTRODUCTION TO JCL, April 16-19

Microcomputer Classes

Feb 21 pm	Conversion of Lotus 1-2-3 Rel 2.01 to 3.0
Feb 26 & 27 pm	Advanced WordPerfect 5.0
Mar 5 & 6 am	Introduction to Lotus 1-2-3 (Rel 3.0)
Mar 7 am	Conversion of WordPerfect 5.0 to 5.1
Mar 7 pm	Conversion of WordPerfect 5.0 to 5.1
Mar 12 am	Conversion of Lotus 1-2-3 Rel 2.01 to 2.2
Mar 12 pm	Conversion of Lotus 1-2-3 Rel 2.01 to 3.0
Mar 13 & 14 am	Introduction to WordPerfect 5.1
Mar 15	Fundamentals of DOS
Mar 19 & 20 pm	Introduction to WordPerfect 5.0
Mar 30	Beginning Microcomputer Skills
Apr 5 & 6 pm	Introduction to WordPerfect 5.0
Apr 12 & 13 am	Advanced WordPerfect 5.0

Data Network Classes

USING PERSONAL SERVICES/PC (PS/PC): presented by Melanie Coughlin of the Information Center

DATE: March 16, 1990
TIME: 8:30 am to 11:30 am
PREREQUISITE: Beginning Microcomputer Skills and experience with either WordPerfect or Displaywrite3

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe.

To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

PERSONAL MANAGER (PM): presented by Melanie Coughlin of the Information Center

DATE: March 16, 1990
TIME: 1:00 pm to 4:00 pm
PREREQUISITE: Beginning Microcomputer Skills or Basic Terminal Skills

Personal Manager is a calendaring product available through the Division's mainframe. It is used for scheduling meetings (for yourself and others) and vacations, reserving resources like conference rooms, and even taking telephone messages.

INTRODUCTION TO TSO/SPF(formerly Basic Terminal Skills): presented by Jane Black Eagle of the Information Center

DATE: April 11, 1990
TIME: 8:30 am to 4:00 pm
PREREQUISITE: 3270nd (interactive class on terminal operation)

INTRODUCTION TO TSO/SPF is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of The Computer School

DATE: March 30, 1990
TIME: 8:15 am to 4:30 pm
PREREQUISITE: None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

> The machine
> The operating system
> Word processing
> Spreadsheets and graphics
> File management
> Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by the staff of The Computer School

DATE: March 15, 1990
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Micro Skills and/or 3 months micro experience

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required.

Topics to be covered include:
> What is DOS? Why is it necessary to know about it?
> DOS names for peripherals
> File naming
> Special files like CONFIG.SYS
> Internal commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
> External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
> How to interpret batch files
> Backup procedures

Word Processing Classes

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by the staff of The Computer School Center

DATE:	February 26 and 27, 1990
	April 12 and 13, 1990
TIME:	8:30 am to 3:30 pm <u>on first day</u>
	8:30 am to 12:00 noon <u>on second day</u>
PREREQUISITE:	Beginning Microcomputer Skills
	Introduction to WordPerfect 5.0

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, changing fonts within a document, creating style sheets and master documents, keyboard layout, compose and graphics.

CONVERSION OF WORDPERFECT 5.0 TO 5.1: presented by Melanie Coughlin of the Information Center.

DATE:	March 7, 1990 (2 classes)
TIME:	8:30 am to 12:00 noon **OR** 1:00 pm to 4:30 pm
PREREQUISITE:	Beginning Microcomputer Skills, Introduction to WordPerfect

This class is designed for those people with previous experience in WordPerfect 5.0 and are facing WordPerfect 5.1. The class is a hands-on experimenting with the brand new features implemented into the new version and the features that have changed.

INTRODUCTION TO WORDPERFECT 5.1: presented by the staff of The Computer School

DATE:	March 13 and 14, 1990
TIME:	8:30 am to 3:30 pm on the first day
	8:30 am to 12:00 noon on second day
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for those users new to WordPerfect 5.1. No prior experience with WordPerfect is necessary. This class will lead participants from the basics (creating, editing and printing. Progressively advanced features (formatting, spell check, block functions and others) will also be covered.

INTRODUCTION TO WORDPERFECT 5.0: presented by the staff of The Computer School

DATE: March 19 and 20, 1990
        April 5 and 6, 1990
TIME: 8:30 am to 3:30 pm on first day
        8:30 am to 12:00 noon on second day
PREREQUISITE: Beginning Microcomputer Skills

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. The class will take the participants through the fundamentals of creating, printing, and editing documents. The new Setup feature will be discussed. Formatting documents as they are created and after creation will be covered. Some of the time saving features such as spell check, merges, block functions and macros will also be covered.

Spreadsheet Classes

CONVERSION FROM LOTUS 2.01 TO 3.0: presented by the staff of the Information Center

DATE: February 21, 1990
TIME: 1:00 pm to 4:30 pm
PREREQUISITE: Beginning Microcomputer Skills and Introduction to Lotus 1-2-3
        Release 2.01

This course is designed for anyone upgrading from 2.01 to 3.0.

Emphasis will be placed on new features of 3.0. Some of the features included will be:

- 3-D spreadsheets (up to 256 spreadsheets in same file)
- Connecting spreadsheets with formulas
- Using multiple files at same time (up to 256 spreadsheets)
- Window graphing
- Printing graphs directly from spreadsheet

Class consists of demonstrations and hands-on practice.

INTRODUCTION TO LOTUS 1-2-3 RELEASE 3.0: presented by the staff of the Information Center

DATE:	March 5 and 6, 1990
TIME:	8:30 am to 4:30 pm each day
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for people with little or no Lotus 1-2-3 experience.

This class will cover design, creation, printing and editing of 1-2-3 Release 3.0's 3-dimensional spreadsheets. Connecting these spreadsheets with use of formulas will also be included. Also, several graphic features, use of multiple spreadsheets within a single file and ability to have multiple files open at the same time will be incorporated.

Class will consist of instructions and hands-on practice with available lab time to build spread-sheets of participant's choosing.

Communication and Network Classes

Telephone Station User Training: presented by Nancy Lonz of the Telecommunications Bureau.

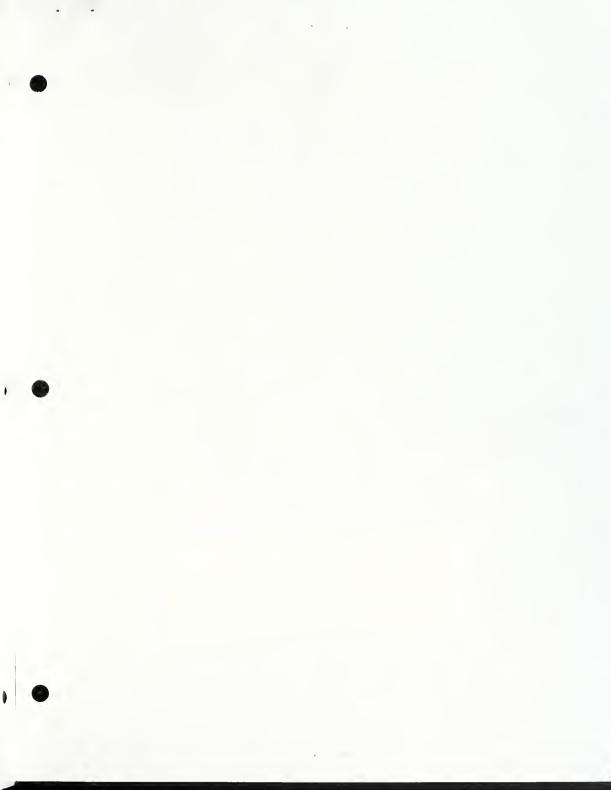|	
DATE:	April 4, 1990
TIME:	8:30 am to 10:30 am
PREREQUISITE:	None

This class is designed to familiarize new employees or refresh current employees with the features and use of the state telephone system. Also discussed will be the different calling capabilities available and the dialing plan. This is an interactive class combining demonstrations and hands-on usage of the features and the dialing plan.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION CENTER BUREAU

PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA
Course Requested: _____
Date Offered: _____

STUDENT DATA
Name: _____
Soc Sec Nbr (for P/P/P): _____
Agency & Division: _____
Mailing Address: _____
_____
Phone: _____
How have you met the required prerequisites for this course? Explain giving the class(es) taken, Information Center tutorial(s) completed, and/or experience.
_____
_____

BILLING INFORMATION/AUTHORIZATION
Are you an ISD subscribing agency: _____
ISD Billing Number (5 digits): _____
Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLA-TIONS ARE MADE THREE DAYS BEFORE THE DATE FOR EACH CLASS.

DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION
INFORMATION CENTER BUREAU
RM 24, MITCHELL BLDG
HELENA, MT 59620